



DEPARTMENT OF PERSONNEL MANAGEMENT

PRE-SELECTION AND SHORT-LISTING REPORT

1. INTRODUCTION

Date:
Time:
Venue:

2. Composition of Pre -Selection Committee:

Chairperson:
Member:
Member:
Member:
Technical Adviser:

3. Selection Criteria

1. Educational Qualification
2. Relevant/Direct Work experience
3. Relevant./direct Training
4. Relevant skills and knowledge
5. Performance level (Based on SPA) HRM to provide SPA for internal applicants.

4. CULLING AND PRE -SELECTION SHORTLING

4.1 Deliberation

4.2 Recommendation

4.3 Short list.

Summary

Posn.No/Grade	Total Applications	Shortlisted	Elimination	Withdrawn	Remarks

.....
CHAIRPERSON

.....
MEMBER.

.....
MEMBER

.....
MEMBER

.....
MEMBER

DATE: